



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

Notice of Funding Opportunity

State Fiscal Year (SFY) 2022

Community Advancement Packages (CAP) Grant Program Guidelines

Application Due Date:
Friday, April 1, 2022

Library Development & Networking Division
December 2021

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**Comments regarding the programs and services of the
Texas State Library and Archives Commission can be addressed to:
Director and Librarian**

P. O. Box 12927 ♦ Austin, Texas 78711-2927
512-463-5460 ♦ 512-463-5436 fax

A. Program Description

Goals and Purposes

Community Advancement Packages are designed to help libraries respond directly to identified community needs through the purchase of items that will support and advance community development through library sponsored programming and services. Each Community Advancement Package (CAP) is designed to include eligible items that will assist libraries as they expand community services in specifically targeted areas. Target areas and available packages are described below:

PROGRAMMING & SERVICES: Packages include equipment and tools to support in-person, hybrid, and virtual programming and services. Other items can include materials and resources for outreach programming that reduce barriers to library spaces and/or provide access to inclusive services and programs beyond the walls of the library (retirement facilities, day-care centers, schools, and other community spaces/group living facilities).

Analog Outreach Package: books, games, puzzles, manipulatives, storage cases/containers, coloring books, art supplies (markers, crayons, paint, etc.), craft supplies (glue sticks, pipe cleaners, string, etc.), bags, paper, multilingual picture books for collections and storytime, storytime supply kits, floor seating/carpet tiles, carts, display cases, puppets, flannel boards, voice lift, screen/monitors, signs (multilingual).

Beyond the Library Package: For mobile outreach/outdoor/placemaking programming and services: Includes book bikes, safety gear for book bike, foldable tables and chairs, tents, stage kit, speakers, carts, fans, heaters, microphones, voice lifts, event lights, photo booth backdrop, projector screen, moveable monitors, storage containers, general office supplies to support mobile outreach (clipboards, pens, paper, wireless scanners, etc.), name tags for library staff/uniforms, movable outdoor play equipment, storytime supply kits, floor seating/carpet tiles, carts, display cases, puppets, flannel boards, , signage (multilingual), laptop, hotspot, mouse, flash drives, ADA compliant supplies and non-subscription-based software programs, storage cases, charger kiosks, and headphones .

Teen Services Package: graphic novels/manga, resources that build teens skills (emotional intelligence, communication, leadership, college prep, test prep, interviewing, job skills, etc.), games, manipulatives, teen supply kits, STEAM kits (Ozobots, Little Bits, Squishy Circuits, Makey Makey, Spheros, Lego kits, circuit boards), craft kits, zine kits, garden kits, building and engineering kits, button machine, gaming consoles, black and white/color printers, 3d printers, iPads, tablets, laptops, hotspots, non-subscription-based software programs, green screens, cameras, camcorders, audio equipment, tv, video players, charging stations and hubs, projectors and screens, headphones, VR equipment, surge protectors, batteries and battery chargers, cabinets and display spaces, popcorn machine, and modular or movable seating/floor seating options.

Trauma-informed Library Package: Materials and resources to support library services using a trauma-informed lens. For physical space: Welcome signs (multilingual/accessible), displays cases/movable bookcases, adjustable lighting kits/lamps, sound-proofing kits, privacy room kits, fish tanks (fish or other live animals not included), movable waterfalls/fountains, plants, music systems, air purifier(s), aromatherapy kits, display/bulletin boards and bike rack kits. For programming and services: stress-relief kits, tactile/sensory kits, privacy screens, soothing kits (play dough, crayons, washcloths, heated blankets, etc.), therapeutic toys/manipulatives, pet therapy supplies, craft, and art kits, movable carpet tiles/floor seating, ergonomic seating, program supplies. View Trauma Informed Physical Environments - Assessment Tools for examples of use.

TECHNOLOGY: Packages include equipment and tools to meet libraries' growing technology needs, assist with marketing material development, and support in-person, hybrid, and virtual programming and services. In addition, materials and resources that reduce barriers to library spaces and/or provide access can also be included in the packages.

Assistive Technology and Digital Inclusion Package: trackball mice, adjustable height desks, print magnifiers, accessibility software like JAWS or ZoomText (one-time purchase), assistive listening systems, Braille display, multilingual signage, quiet room kits, screens, displays, headsets, phones, whiteboards, dry erase markers, dry erasers, smartboards, laptop carts, laptop locks, furniture with included plugs, webcams, headsets, external microphones, USB drives, extension cords and surge protectors, WiFi access points.

Audio-visual Package: webcams, cameras, laptops, green screens, microphones, video/photo editing non-subscription-based software programs, tripod or stands for cameras, smartphone, or cameras, portable lighting, document cameras, podcasting kits. CD/DVD players, televisions, speakers, flat panel screens, projector, projector screen, mobile carts, wire management, and other items that support the usage of audio-visual equipment (surge protectors, extension cords, cables, cords, etc.).

SPECIAL COLLECTION DEVELOPMENT: Packages to assist with the expansion or development of the current collection. Items can include print, audio-visual, and non-subscription based computer software programs (e-books or e-resources on subscriptions not included). Also included in bundles are general collection development supplies and storage for new items. **Not intended for general collection development.

Inclusive Library Collection Package: Print and audio-visual resources that provide access to information on topics of accessibility, equity, diversity, inclusion, social justice, anti-racism, and environmental sustainability. Selected materials should meet the needs of underrepresented community members, promote healthy and inclusive communities and spaces, and bring awareness to minoritized groups.

Mental Health Collection Package: Print and audio-visual resources that provide access to information on topics related to mental health, supplies and resources to develop and create healing library kits (ex: The Healing Library), stress-relief kits, display/storage cases, display stands, storage boxes, corkboard and bulletin displays, and plants.

Multilingual Collection Package: Children's Services Bundle:
Multilingual print, audio-visual, and computer non-subscription-based software programs, wooden puzzles, manipulatives, bookcase(s), storage and cataloging material for multilingual collection (includes signage in multiple language/infographics), storytime supplies to assist with programming using collection (felt, flannel boards, puppets, etc.).

Collection Development Supplies Package: Increases access to library collection and resources for public use. Items include: general library cataloging supplies - labels and label protectors, label printers & dispensers, tape, book covers and protection, shelf organization, book repair supplies, media packaging & storage; display - carts and rolling displays, marker board displays, literature displays, tabletop and counter displays, floor displays, easels and risers, corkboard and bulletin displays, shelf displays; carts and book trunks - presentation carts, hand trucks, and dollies, av carts, utility carts, chagrin carts.

CRITICAL NEEDS: General supplies to support library operations and responding to unplanned and immediate community needs.

Administrative Support Package: printer (black & white, color, WiFi-enabled), scanner, computer, non-subscription-based software programs (Adobe, Microsoft Office), telephones, headsets, webcams, monitors/screens, signage, general office supplies (for public use - pens, pencils, paper, staplers, pencil sharpeners), Chromebooks, tablets, Playaway launchpads, flash drives, keyboards, microphones, web cameras, printers, charging stations (e.g., power isles).

COVID-19 Package: Tests, wipes, hand sanitizers, cleaning supplies, thermometers, gloves, Plexi dividers, signage, mobile hand washing station, vinyl furniture (easier to clean), keyboard covers, folding tables and chairs, air purifier, curbside pickup supplies, face shields, masks, Quarantining and Handling Materials, social distancing signs, and infographic supplies, traveling library solutions, and outdoor learning spaces supplies (floor seats, rolling carts, stools, benches, outdoor seating).

Partners for Health Package: Supplies, materials, resources, and equipment to support health-related services. Includes: First-aid kits, health kits, waste bins, biohazard bins, signs/infographics (multilingual), personal hygiene supplies, needle collection containers, emergency response systems/kits (fire extinguishers, defibrillators, emergency bleeding control, etc.), naloxone/emergency storage, lactation room kits, changing station kits (children and adults), thermal blankets, hand warmers. Items related to supporting stress relief programming/services: mats, exercise supplies/equipment, clipboards, coloring books, colors, art supplies, crafts.

Crisis Response Package: Waterproof gloves, disposable aprons, goggles, dust masks, first aid kits, rubber boots, reflective vests, Polyethylene Sheets (plastic sheeting to cover shelves), Garbage Bags/Plastic Bags, Paper Towels (for interleaving books), Buckets, Sponges, Flashlights/ Batteries, Scissors, Mops/ Buckets, Vacuums, Dehumidifiers, Hand-cranked radio/cell phone charger, Storage Containers, Clipboards, Pencils/markers/pens, Fans, Water Bottles.

B. Award Information

Funding for the CAP Grant Program is subject to approval by the Texas State Library and Archives Commission and the availability of funds. Funding is provided by the U.S. Institute of Museum and Library Services (IMLS) as a subaward of IMLS' Grants to States Program under the Library Services and Technology Act.

Federal Assistance Listing: 45.310 Grants to States

Awarded libraries will receive up to \$5,000 in reimbursement funds to purchase items listed in package descriptions. These lists are not exhaustive. If another item is desired that falls within the scope of the package description, permission must be granted by TSLAC before that item can be purchased. Contact grants@tsl.texas.gov with package modification requests. Awarded libraries may not use funds from one package to purchase funds from another package, nor will any change in packages awarded be permitted.

Maximum Award

Applicants may apply for one or two Community Advancement Packages on the same application form. Each Community Advancement Package provides up to \$5,000 in reimbursement funds. Total awards will not exceed \$10,000.

Length of Funding

April 8, 2022–August 31, 2022

C. Eligibility Information

The following entities are eligible to apply for funds through their governing authority:

- Accredited public libraries,
- Local public library systems,
- Libraries that are members of the TexShare Library Consortium,
- Non-profit organizations that are applying on behalf of accredited libraries and/or TexShare members.

Additionally, interested applicants must serve a population of 60,000 persons or less to qualify for this grant opportunity.

An applicant that is a non-profit organization is eligible only if the organization's organizational charter, operating guidelines, or mission statement includes providing direct support for affiliated library activities and goals as a defined objective. Public library applicants must be accredited by the Texas State Library and Archives Commission for the fiscal year in which the grant contracts are issued.

Eligible entities may only submit one application for consideration under the Community Advancement Packages Grant Program. Applicants may apply for up to two Community Advancement Packages on the same application form.

Eligible Expenses

This grant program will fund costs for items specified in package descriptions located in Part A of this document. Modifications are permitted with TSLAC permission. Contact grants@tsl.texas.gov to request permission to purchase an item that falls within package scope but is not included in package list. Purchased items must be tangible. Intangible items such as salaries, subscriptions, services, support costs, etc. are not eligible for funding.

There is no requirement for cost sharing, matching funds, or cost participation with this grant program.

Ineligible Expenses

This grant will NOT fund intangible items such as salaries, subscriptions, services, supports costs, etc. Additionally, this grant program will NOT fund the following costs:

- a. Building construction, renovation, or repair, including fixtures and services
- b. Food, beverages, or food delivery equipment or services
- c. Awards, honoraria, prizes, or gifts
- d. Equipment or technology not specifically needed to carry out the goals of the grant
- e. Transportation/travel for participants or non-grant funded personnel
- f. Databases currently offered or similar to ones offered by the agency (i.e., a magazine index database may not be purchased if a comparable one is provided by the agency)
- g. Collection development purchases not targeted directly to the grant goals nor integral to the service program
- h. Advertising or public relations costs not directly related to promoting awareness of grant-funded activities
- i. Performers or presenters whose purpose is to entertain rather than to educate
- j. Other expenses as excluded in the guidelines

D. Application and Submission Information

TSLAC strongly encourages potential applicants to review the TSLAC CAP Grants webpage (<https://www.tsl.texas.gov/ldn/cap>) to learn more about this non-competitive grant program and application process.

Grant Management System (GMS) Access

TSLAC uses a grant management system or GMS that enables applicants to apply for grants electronically through a web portal at <https://grants.tsl.texas.gov>. Applications and required documents must be submitted

in GMS by the due date to be eligible for consideration. To submit your application online, you must have an active GMS account. To create or activate an account, please have your library director submit a completed GMS Import Template (<https://www.tsl.texas.gov/ldn/grants/forms-tools>) to grants@tsl.texas.gov. The e-mail should reference "GMS Access" in the subject line. TSLAC staff will review the request and grant appropriate access.

If needed because of difficulty using the Internet or for other accessibility reasons, potential applicants may request paper copies of materials from Bethany Wilson, TSLAC Grants Administrator, via e-mail at grants@tsl.texas.gov.

Application Components

The grant application consists of the following components to be submitted in GMS (unless noted):

1. Application Form
2. Application certification form (print, sign, and upload)
3. Children's Internet Protection Act (CIPA) certification form (print, sign, and upload)

Other requirements

Before submitting an application, applicant organizations must have a current and active federal Unique Entity ID (UEI). The federal government uses a unique identifier for each entity (company, non-profit, organization, etc.) that does business with the federal government. For more than two decades, Dun & Bradstreet's Data Universal Numbering System (DUNS) has served as the unique entity ID. On April 4, 2022, the federal government will complete the transition to a new UEI issued within the System for Award Management (SAM). At that time, the DUNS number will no longer be an accepted UEI.

If you are currently registered in SAM.gov, you've already been assigned a SAM Unique Entity ID. It's viewable on your entity registration record in SAM.gov. If you have never registered at SAM.gov or have never applied for a grant with TSLAC or other state or federal agency, you will need to initiate the process of obtaining a SAM UEI at SAM.gov.

To get started registering your entity, to renew your registration, or for more information, visit [SAM.gov](https://sam.gov) or to refer to the [Quick Start Guide for Getting a Unique Entity ID](#), published by the US General Services Administration (GSA).

Who can submit the online application?

Any individual authorized to use GMS and having the correct security role will be able to submit the application in GMS. Applicants will still be required to submit the signed application certification in GMS. The application certification must be signed by an individual authorized to enter into contracts with the State of Texas (e.g., county judge, city manager, etc.).

Deadline and Submission

Completed applications and all required documents must be submitted in GMS **by 11:59 p.m. Central Time, Friday, April 1, 2022.**

If you are unable to submit your application and/or required documentation via GMS, you may submit documents via mail, e-mail, or fax. Applications must be postmarked by the deadline.

Please send to the attention of: **CAP Grants, Library Development & Networking Division**, via e-mail to grants@tsl.texas.gov, fax at 512-936-2306, or mail to Library Development & Networking Division, TSLAC, P. O. Box 12927, Austin, TX 78711, (TSLAC street address: 1201 Brazos, Austin, TX 78701).

Program Timeline

January 2022 Guidelines released

April 1, 2022	Applications and required forms due in GMS
April 2022	Grants Awarded and Contracts Sent
June 30, 2022	Final day to encumber grant funds
July 1, 2022	Final day to submit Request for Funds
August 31, 2022	Projects end

E. Application Review Information

Criteria for Award and Funding Decision

This grant program is non-competitive. Completed applications from eligible applicants will be accepted and awarded on a first come, first served basis and are subject to availability of funds and Texas State Library and Archives Commission approval.

F. Award Administration Information

Notice of Award

Applicants will be notified of award via e-mail. The notification will also include protest procedures, which are also included in this notice.

Protest Procedure — Texas State Library and Archives Commission, 13 TAC §2.55

- (a) An aggrieved person who is not satisfied with a decision, procedure, or service received from the staff of the Texas State Library and Archives Commission or who is an actual or prospective bidder, grantee, or contractor aggrieved in connection with a solicitation, evaluation, or award may file a protest with the Director and Librarian in accordance with this rule.
- (b) A protest must be submitted to the Director and Librarian within 21 days after the person knows or should have known of the matter which is protested. The Director and Librarian has the discretion to allow a protest filed after 21 days if the protestant shows good cause for the late filing or if the protest raises an issue significant to the general policies and procedures of the commission.
- (c) The protestant shall mail or deliver a copy of the protest to all interested persons. The Director and Librarian will furnish a list of interested persons to a protestant. For protests of a competitive selection (bid, contract, or grant), interested persons shall include all persons who have submitted a bid, proposal, or application.
- (d) A protest must be in writing and identified as a protest under this section, and contain the following:
 - (1) A description of the protestant's interest in the matter
 - (2) The issue(s) to be resolved and remedy(s) requested
 - (3) The protestant's argument supporting the protest, including a statement of relevant facts and applicable law, specifying the statutes, rules, or other legal authority alleged to have been violated
 - (4) The protestant's affirmation that facts set forth in the protest are true
 - (5) A certification that a copy of the protest has been mailed or delivered to all interested persons
- (e) Upon receipt of a protest conforming to the requirements of this section, the commission shall not proceed with the solicitation, award, or contract until the protest is resolved, unless the Director and Librarian makes a written determination that delay would harm the substantial interests of the state.

- (f) The Director and Librarian has the authority to decide, settle, or resolve the protest and will make a written determination. The Director and Librarian may solicit written responses to the protest from other parties. The Director and Librarian shall inform the protesting party and other interested parties by letter of his determination, and how to appeal the determination to the commission.
- (g) An interested party may appeal the determination of the Director and Librarian. An appeal must be in writing and conform to paragraphs (1) - (3) of this subsection:
 - (1) The appeal must be received in the office of the Director and Librarian no later than 15 days after the date the determination is mailed to interested parties;
 - (2) A copy of the appeal must be mailed or delivered by the appealing party to all interested parties and contain a certification of mailing or delivery;
 - (3) The appealing party must state whether or not an opportunity is requested to make an oral presentation to the commission in open meeting.
- (h) The Director and Librarian shall refer the matter to the commission for their consideration at an open meeting.
- (i) The chair of the commission has the discretion to allow an appeal filed more than 15 days after the Director and Librarian's determination if the appealing party shows good cause for the late filing or if the appeal raises an issue significant to the general policies or procedures of the commission.
- (j) An interested party may file a response to an appeal of the determination of the Director and Librarian no later than seven days after the appeal is mailed or delivered.
- (k) Copies of the appeal and responses of interested parties, if any, shall be mailed to the commission by the Director and Librarian.
- (l) The chair of the commission has the discretion to decide whether or not a request for oral presentations will be granted and will set the order and amount of time for oral presentations that are allowed. The chair also has the discretion to decide whether presentations and written documents presented by Commission staff and interested parties will be allowed.
- (m) The commission will determine properly filed appeals and make its decision in open meeting. The commission shall vote to uphold or reverse the decision of the Director and Librarian. Failing a majority vote of a quorum of the commission, the Director and Librarian's decision is upheld. The commission's decision is final and not subject to judicial review under the statutes governing the commission.
- (n) A decision issued either by the commission in open meeting or in writing by the Director and Librarian shall be the final administrative action of the commission.
- (o) Documentation concerning a protest of a competitive selection is part of the commission's records series for that selection and is retained in accordance with the commission's approved records retention schedule.

Policy Requirements

TSLAC competitive grant recipients are subject to the Texas Grant Management Standards (TxGMS) (www.tdhca.state.tx.us/community-affairs/docs/TXGMS.pdf) and federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the Supercircular) (<https://federalregister.gov/a/2013-30465>).

G. Contacts

TSLAC staff members are available during regular business hours (8 a.m.-5 p.m., Central) to assist with competitive grants.

Bethany Wilson, Grants Administrator
Fax: 512-936-2306
Phone: 512-463-5527
E-mail: grants@tsl.texas.gov

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